



So you're planning a

Parade

Ask yourself these basic questions at the beginning of your planning process and before completing the [Community Event Application](#). Determining answers early on will help you organize and execute an effective event that is enjoyable for those involved in the parade and those watching.

- 1. What is your estimated crowd size?**
- 2. What is your parade route (a site/parade map is a requirement of the parade application)?**
How many entries will be participating?
What City streets will be impacted?
Will it go through City Parks?
- 3. Have you enlisted the help of volunteers for such things as setting up barricades and parade staging and disbanding?**
- 4. Have you contacted the Wichita Police Department to create a security plan that incorporates the use of off-duty certified law enforcement officers?**
The longer the parade route, the more security you may need.
- 5. Will water, refreshments and food be available to the public? If so, how will they be provided?**
The location of refreshment tables needs to be noted on your site plan.
All vendors selling food will need food handler's licenses and Transient Merchant Licenses from the City.
- 6. Who will be responsible for setting up and taking down street barricades?**
The number of barricades you will need depends on the length of your route.
It is the promoter's responsibility to rent or borrow the necessary barricades and flashers to close the street. The City does NOT provide barricades. In addition, the City authorizes only the use of regulation barricades. (No vehicles, bales of hay, rope, etc.)
- 7. Where will trash containers and portable restrooms be located along the route? Please indicate on site map.**
Trash containers should be placed at the beginning and end of the route, and at several points along the way.

The Division of Arts & Cultural Services is available to assist you and answer any other questions you have regarding planning your event. Call 316-303-8630 or e-mail Cslark@wichita.gov for more helpful tips.